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Class Specifications
for the Class:

SUBSTANCE ABUSE PROGRAM MANAGER
(SUBSTANCE ABUSE PROGRAM MGR)

Class Distinguishers:

Managerial Responsibility: This class reflects a branch chief responsible for managing a statewide substance abuse treatment program.

Complexity: Plan, direct, manage and evaluate the activities and operations of a statewide substance abuse treatment program which provides substance abuse treatment assessment, counseling, education, and other intervention services to alcohol and/or substance abuse users through subordinate specialist staff. The work involves responsibility for developing short- and long-range program plans, policies and procedures; ensuring compliance with all federal and State laws, rules, regulations, requirements and standards; and determining, justifying, and managing resource requirements.

Supervision Exercised: Directs and supervises a staff providing professional substance abuse treatment services (i.e., assessment, counseling, education, and other intervention services) through subordinate supervisors, and staff level support positions responsible for assisting in program planning and evaluation; policy development, fiscal and contract management and staff development activities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of:

1. The mission, goals and objectives of the substance abuse treatment program;
2. State and federal laws, regulations, and directives governing substance abuse treatment programs;

3. pertinent departmental policies and procedures;
4. the principles, practices, methods and techniques used in substance abuse treatment counseling, case management, and the concepts and theories which are guides for their use;
5. fundamental concepts of pharmacological properties and effects of psychoactive substances on users;
6. alcohol and drug use continuum in individuals;
7. varying causes of addiction;
8. the relationship between substance use and infectious diseases, including HIV and AIDS;
9. behavioral, psychological, social and health effects of psychoactive substances on users and the collateral effect on their families, significant others and communities;
10. the role of family, social networks and community systems as assets or obstacles in the treatment and recovery process;
11. research methods and techniques;
12. report writing;
13. community resources and the services they provide; and
14. principles and practices of supervision and management.

Ability to:

1. Plan, manage and evaluate a statewide substance abuse treatment program;
2. develop program policies, procedures, goals and objectives;
3. ensure compliance with all applicable laws, rules, regulations, standards and requirements;
4. evaluate program and resource requirements;

5. formulate, recommend and administer budget and expenditure plans;
6. establish and maintain effective working relationships with coworkers, departmental and other public or private agency staff;
7. perform or oversee the planning and implementation of staff training;
8. supervise and evaluate the work performed by others;
9. communicate effectively both orally and in writing with individuals as well as groups;
10. perform or oversee the development and monitoring of contracts and grants; and
11. keep abreast of current trends, practices and issues in substance abuse treatment.

Examples of Duties: *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of the position should not be based solely on the examples of duties performed.)*

1. Plans, develops, manages and evaluates a statewide substance abuse treatment program.
2. Develops program plans, policies and procedures.
3. Oversees the monitoring and evaluation of program services for adherence to goals and objectives, policies and procedures, and all applicable laws, rules, regulations, requirements and standards, and to identify changes and improvements that may be required.

4. Determines budgetary and other resource requirements; formulates, recommends and administers budget and expenditure plans.
5. Administers purchase of service contracts.
6. Works with others in the department and/or other agencies to plan, develop and implement substance abuse treatment programs and services.
7. Interviews and recommends selection of staff; assigns, reviews and evaluates the work of subordinate staff; provides for staff development and training; and reviews and takes appropriate action on personnel matters (e.g., resolve complaints, counsel staff, maintain discipline and recommend personnel actions affecting subordinates).
8. Provides training and consultation to others with regard to substance abuse treatment.
9. Coordinates and monitors grants and external funding sources to ensure continuity in the delivery of substance abuse treatment services, and prepares required reports.
10. Keeps abreast of new concepts and developments in substance abuse treatment.
11. Maintains effective liaison with various governmental and non-governmental agencies in planning and implementing the substance treatment program.
12. Directs the review and development of legislative proposals and the preparation of written testimony and other supporting documentation, as required.

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This is the first specification for the new class SUBSTANCE ABUSE PROGRAM MANAGER (SUBSTANCE ABUSE PROGRAM MGR).

Effective Date: 7/1/02

DATE APPROVED: 6/25/02 /s/ Dawn M. Young
DAVIS K. YOGI
Director of Human Resources Development